

## Aoyama, Joyce

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**From:** Aoyama, Joyce  
**Sent:** Wednesday, September 25, 2013 3:53 PM  
**To:** Lefeate, Amy; Holman, Alvin  
**Subject:** RE: TTAU In-House Destruct Form for Your Review: Schedule 274A (Grant Applications - Unsuccessful)  
**Attachments:** In-House Destruction Form TTAU 9 25 2013.docx  
**Categories:** Record Saved - Shared, Blue Category

Amy and Alvin,

If you plan on putting the file in the shred bin, please put DataSite and Mike Wells for Destroyed by and Witnessed by.

Also here [is link for entering destruction boxes into Versatile](#).

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
U.S. EPA-Region 10, CON-078  
(206) 553-2595 voice; (206) 553-0714 fax

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**From:** Lefeate, Amy  
**Sent:** Wednesday, September 25, 2013 2:24 PM  
**To:** Boquist, Diana; Holman, Alvin; Thomas, Sally; Aoyama, Joyce  
**Cc:** Szerlog, Michael  
**Subject:** RE: TTAU In-House Destruct Form for Your Review: Schedule 274A (Grant Applications - Unsuccessful)

You will need to wait until she returns next week as it must be the custodial manager that signs the form.

*Amy Lefeate*  
Office Manager  
Office of Ecosystems, Tribal and Public Affairs  
1200 6th Avenue, Suite 900 M/S ETPA-083  
Seattle, WA 98101  
206-553-1918

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**From:** Boquist, Diana  
**Sent:** Wednesday, September 25, 2013 2:22 PM  
**To:** Holman, Alvin; Thomas, Sally; Aoyama, Joyce  
**Cc:** Lefeate, Amy; Szerlog, Michael  
**Subject:** RE: TTAU In-House Destruct Form for Your Review: Schedule 274A (Grant Applications - Unsuccessful)

Can I sign for Sally or shall we wait until she returns next week.  
Diana

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**From:** Holman, Alvin  
**Sent:** Wednesday, September 25, 2013 1:57 PM  
**To:** Boquist, Diana; Thomas, Sally; Aoyama, Joyce  
**Cc:** Lefeat, Amy; Szerlog, Michael  
**Subject:** TTAU In-House Destruct Form for Your Review: Schedule 274A (Grant Applications - Unsuccessful)

Attention: Sally, Diana and Joyce

Please find for your review the In-House Destruct Form for your review. A hardcopy of this form and the actual file has been left of Diana Boquist's desk.

Sally and Diana: If this meets with your approval TTAU Manager's signature is required in the appointed location on the form. After signature is provided please return to Amy LeFeat, ARU Office Manager, who will then assign and witness the destruction of this record.

FYI.

Alvin Holman  
Aquatic Resources Unit  
Office of Ecosystems, Tribal and Public Affairs  
U.S. Environmental Protection Agency, Region X  
Seattle, WA 98101  
206.553.2987